

XX April 2014

MEMORANDUM FOR 711 HPW/IR (AFRL IRB)

FROM: Organization/Office Symbol
Address

SUBJECT: Final report for Name and Number of Protocol

1. Status of Study: Start here...include BRIEF summary of findings and problems experienced. If the study was terminated prior to completion, explain why. Total amount of funding amount/source, if any.
2. Status of Subjects: Start here... total number of subjects participated, total number of subjects specified in the protocol, male/female ratio, number of subject withdrawals (include reasons for withdrawal), subject complaints, adverse events. This section is the most important to the IRB. Please address all items.
3. Status of Subject Data:... explain all subject data, in particular personal data that was collected during the study. Report status of subjects data (**be sure to discuss whether it has been de-identified or not and the process used for de-identification**), where and how it is currently maintained, what data is being kept, who has access to it, and future plans for holding/destroying personal subject data.
4. Objective: Start here... Has the objective of the study been met? Why or why not?
5. Results: Start here... A BRIEF summary of the entire study to include how the findings may benefit the Air Force.

\\SIGNED\\
Rank/Name (Signature Required)
Principal Investigator

Attachments:

1. Original, signed informed consent documents (This is required)
2. Publication/presentations